

# Information Sheet

## GSS NIV application, MRV fee payment and Appointment Scheduling

*Please note that the web site will not be available before December 10, 2012*

### 1. How to start a visa application

- a. An applicant needs the following before scheduling an appointment:
  - i. The valid passport number of each applicant.
  - ii. Nonimmigrant Visa Electronic Application, DS-160 confirmation (barcode) number for each applicant. (The final step after completing the DS-160 is to print the confirmation page with the bar code that appears on the screen.)
  - iii. Additional information may be required based on the type of visa for which the applicant is applying. Please visit [http://travel.state.gov/visa/visa\\_1750.html](http://travel.state.gov/visa/visa_1750.html).

### 2. How to pay the MRV fee and schedule an appointment

- a. **Online by credit card or cash**
  - i. Please log into the Web site <http://usvisa-info.com> and create an account by using the applicant's:
    1. Passport number
    2. Date of birth
    3. Nationality
  - ii. Follow instructions to select Trip Purpose, preferred Consulate to schedule an appointment, and other details related to your visa application.
  - iii. The MRV fee payment can be made using the following options:
    1. Credit Card payment: Visa, or MasterCard\
      - a. Please select the appropriate card from the provided list.
      - b. Follow directions to complete the transaction.
    2. Cash payment at one of the bank branches
      - a. Please select the bank selection
      - b. Click on the "PDF" link next to the "MRV Fee Receipt Number" box.
      - c. Print the electronically generated deposit slip for each applicant.
      - d. Take the deposit slip(s) to the bank and pay the appropriate fee amount.

- e. Return to the Web site <http://usvisa-info.com> and, when asked, enter the "MRV Fee Receipt Number".
- iv. Once the MRV fee has been paid or the MRV Fee Receipt Number entered, the Web site will open a calendar to select the appointment date and time. Follow the instructions on the Web site until the site ends at the appointment confirmation.

**b. Over the Phone by credit card:**

- i. You can pay your MRV fee over the phone by Visa or MasterCard using the automated voice system. Please call the appropriate number and follow instructions to make a payment.
- ii. Once you have paid the MRV fee and your credit card transaction has been approved, you will be provided a confirmation number. If you have family members also applying, you must repeat the payment process for each person. You must provide this confirmation number(s) in order to submit the visa application and schedule an appointment.
  - a. **IMPORTANT:** Please write your confirmation number down immediately because you will not be able to retrieve it later.
- iii. You can speak with a call center agent to help you schedule an appointment or you can return to the Web site <http://usvisa-info.com> and log into your account.
  - a. **IMPORTANT:** If you do NOT register at <http://usivsa-info.com> or through the Call Center service your MRV fee cannot be associated with your name and records and you will not be able to schedule an appointment!